



Vijahat Khan

Salesforce Administrator



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Experienced Certified Salesforce Administrator looking forward to great opportunities to enhance skills and contribute to organizational achievements. Ability to transfer ideas, technical skills and hard work into results as desired. Always ready to adapt to new technological changes to improve knowledge and processes

Salesforce Professional

2019 - Current

Salesforce Administrator

Computech Solutions Pvt Ltd, Pimpri, Pune, Maharashtra 411018

- Currently working as **Salesforce Administrator** having **3 years of experience** with *Computech Solutions Pvt. Ltd.*
- Maintained Salesforce platform by monitoring **support tickets, user issues.**
- Developed and updated databases to handle customer data.
- Modified databases to meet needs and goals determined during planning process.
- Implemented security measures to protect vital business data.
- **Set up and controlled user profiles and access levels** for each database segment to protect important data.
- Proved successful working within **tight deadlines.**
- Performed duties in accordance with **standards procedure.**
- Quickly **learned new skills** and applied them to daily tasks, improving efficiency and productivity.

Profile Summary

- I Have Experience in Salesforce CRM.
- Creating Custom Objects, Custom Field, Custom Formula Field, Field Dependencies and Relationships.
- Administrative tasks such as User management, creating Profiles, Roles and Permission Sets, Workflow, Tasks and Events.
- Hands on experience on creating Tabs, assigning Validation Rules and Field-Level Dependencies, Approval Processes.
- Created Many-to-Many relationships and created Junction objects to implement Roll-up Summary fields to aggregate data from child records on the parent.
- Use of Picklist, Email Alert, Email Templates.
- Created and deployed several reports for different user profiles based on the need in the organization.
- Designing Workflow and Automation Process. Assign Roles, Email Services, Page Layouts, Workflow Alerts and Actions.
- Used data migration tools such as Data Loader, Salesforce Import and Export Wizard, and Salesforce Inspector.
- Used Data Loader for Insert, Update, and Bulk Import or Export of Data from Salesforce.com S-Objects.
Used it to read, extract, and load data from Comma Separated Values (CSV) files.
- Experience in developing User Interface, Page Layouts, Tabs, Custom fields, Customobjects, Validation Rules etc.
- Security Implementation and Sharing Rules at Objects Level, Field Level and Record Level for different users at different level of Organization.

Technical Skills

- Salesforce Administration
- Validation Rule
- Formula field

- Data Loader
- Roll up summary field
- Relationships
- Automation Tools
- User Management
- Data Management
- Experience In both classic and lightning.

Education

2016 - 2019

B.E: Mechanical Engineering

Gurunanak Institute of Engineering and Technology - Nagpur

First Class

2013 - 2016

Diploma in Mechanical Engineering

Kamptee Polytechnic - Kamptee

First Class

2012 - 2013

10 Th: Matriculation

Providence School - Mansar

First Class

Certifications

Certified Salesforce Administrator (July 2022).

Skills

System Administration

Data Management

To transform Idea
into Process

Flexible
Communication
and Leadership
Skill

Understanding of
Sales Process

Languages

English

Hindi

Marathi

Date Of Birth

23 November 1997

Declaration

I hereby, solemnly declare that the above-mentioned information is true to the best of my knowledge

Date:

Place: Nagpur (Maharashtra).

Vijahat Khan